Process	*Creating Standard Budgets – Online Journal Entry*
Process Number	*BD – 022D* *Revised 2/14/2000*

Description of Process

Each Business Unit will create Standard Budgets and/or Standard Budget row(s) via one of two methods. That is, via on line standard budget journal entry or via the delivered spreadsheet batch import process. Business Process Description will first look at online budget journals then the batch import process.

Input to Process

Journal is written up, assigned a journal ID and scenario number. The journal is then entered into PeopleSoft.

Output of Process

New Standard Budget or Budget row(s) is created.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Go, Process Financial Information, Process Journals, Use	Jrnl Entry – Standard Budgets

Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: Create identifiers for the journal Enter the Business Unit. The General Ledger Journal ID will default to NEXT and the journal date will default to today's date. Change this date to 07/01/XX or the first of a quarter if applicable. These three fields represent the key fields for all journals.	Agency
Step 2: Complete information on Header Panel • Select the appropriate **Ledger Group** = **CONTROL**. Then select **Source** = **BUD** from the drop down boxes. • Enter a **Description** for your journal. • Do not check Adjusting Entry. Adjustment entries post to period 998. • Standard Budget journals are normally not Adjusting Entries, therefore **Adjusting Entry** should not be checked. • The **Reversal** options for Standard Budget journals will be **none** None assumes no automatic reversal of this entry. This is the default. • **Schedule and Default Currency** will retain their default values.	Agency
Step 3: Complete information on Line Panel Use the Journal Entry Lines panel to record the transactions making up the journal. That is the chartfields for the row(s) to create standard budget.	Agency
Step 4: Edit and Post Verify your chartfield combinations and amounts, then edit and post your journal.	Agency

Forms Used with Process (#)

Process Flow Diagram (if appropriate):

Process Signoff
Tested By

Date Tested

Process Journals - Use - Jrnl Entry - Standard Budgets

File Edit View Go Favorites Use Process Inquire Report Help

Header | Lines | Totals | Errors | Approval

Unit: 40000   Date: 07/01/2000   Ledger Group: CONTROL   ☐ Auto Gen
Journal: NEXT   Ledger: [   ]   Ref No: [   ]
Source: BUD   Budget Journals   Transaction Type: [ ]

Long Descr: Amendment 001

Accounting Period
Fiscal Year: 2001
Accounting Period: 1
☐ Adjusting Entry

Schedule
Schedule:
Occurrence:

Default Currency
Currency: USD   Base Currency: USD
Rate Type: [   ]
Cur Effdt: 07/01/2000
Exch Rate: 1.00000000   1.00000000

Reversal
⦿ None
○ Begin Next
○ End Next
○ On Date Specified [   ]

FNVOLTST   Journal Entry Header   Add

Process Journals - Use - Jrnl Entry - Standard Budgets

File Edit View Go Favorites Use Process Inquire Report Help

Header | Lines | Totals | Errors | Approval

Unit: 40000   Date: 07/01/2000   Ledger Group: CONTROL   ☐ Auto Gen
Journal: NEXT   Ledger: Source: BUD   Ref No:

10   ☐ Errors Only

Line #	Ledger	Unit	Acct	Fund	Org	Prog	Sub-Cls	BY	Prj/Grt	Job	Scenario
Amount		N/R	Rate Type	Rate				Base Amount			Ref
Stat	Stat Amt		UOM	Line Descr				Journal Line Status			
1	CONTRO	4000									
USD	0.00	N									
										SpeedType	

Unit: 40000   Lines   0.00 DR   0.00 CR   Status: N

FNVOLTST   Journal Entry Lines   Add